Budget Check Closed Purchase Order Checklist

Navigation: Purchasing > Purchase Orders > Budget Check

Note: This will need to be completed first time you run the process. The next time you run the process, click the Find an Existing Value tab, and select BUDGET_CHECK.

1. Add a New Value Tab

2. Run Control ID: BUDGET_CHECK

3. Click Add

4. Budget Check Request Page –
    - Process Frequency: Select Once
    - Description: Budget Check
    - Business Unit: Select "Value" and enter your Business Unit

5. Click Save

6. Click Run

7. Server Name: Select PSNT

8. Click OK

9. Click the Process Monitor Hyperlink

10. Click the refresh button until the run status changes to Success